

SOP Documentation Checklist

Turn tribal knowledge into a system the whole team can run.

- ☐ Every process that runs weekly or more often has a written SOP.
- ☐ Each SOP has a single owner responsible for keeping it current.
- ☐ SOPs include the why, not just the steps, so people can adapt when needed.
- ☐ A new hire could follow the SOP and get 80% of the way there alone.
- ☐ SOPs are stored in one place the whole team knows how to find.
- ☐ Every SOP has a last-reviewed date, and none are older than 6 months.
- ☐ Critical SOPs have been tested by someone other than the person who wrote them.
- ☐ Screenshots or short videos are used where text alone is unclear.
- ☐ SOPs are linked from the tools where the work actually happens.
- ☐ Process changes are updated in the SOP the same week they happen.

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